

VOLUME 1  
JOINT FEDERAL TRAVEL REGULATIONS  
CHANGE 161

Alexandria, VA

1 May 2000

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 May 2000 unless otherwise indicated.

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**FOR THOSE WITH SUBSCRIPTIONS FOR THE ELECTRONIC JFTR/JTR: Effective with the 1 July 2000 change, the JFTR/JTR will be distributed on CD ROM.**

This change includes all material written in MAP Items 01-00(E) and 100-99(E) and various editorial revisions. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 160 cover page.

BRIEF OF REVISION

These are the major changes made by Change 161:

U5340-G3; U7950-D. Updates the paragraphs concerning AEA for outpatients to reflect that lodging taxes are separately reimbursable for CONUS (and effective 1 January 2000 non-foreign OCONUS) locations.

U5370-B3; U5370-D7. Clarifies that members who ship HHG upon early return of dependents from an OCONUS PDS may only ship up to the full JFTR weight allowance upon subsequent PCS.

Appendix L. Updates Army CID Command AEA email address.

Appendix O. Corrects paragraph references from T4040-A4 to T4040-E and F.



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## JOINT FEDERAL TRAVEL REGULATIONS

## VOLUME 1

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. See "Procurement of Regulations" in the Introduction. Single sheets aren't available.

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F. PDS Changed to a Dependent-Restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. When a member receives orders to a PDS to which dependent travel is authorized and that PDS is later changed to a dependent-restricted tour station, or when there is a change in the designation of the duty aboard a vessel, afloat staff, or afloat unit from sea duty to unusually arduous sea duty, entitlement to dependents' travel and transportation allowances to a designated place under par. U5222-D1, item c, is as prescribed in this subparagraph. In this subparagraph, "appropriate port of embarkation" is the port used for sea travel, if there is one; otherwise it is the aerial port of embarkation.

2. Restriction or Change in Designation Imposed After Orders Received. When the restriction or change in designation is imposed after the date the member first receives PCS orders but before dependents begin travel from the member's old PDS, the entitlement to dependents' travel and transportation allowances is determined under par. U5222-D1.

3. Restriction or Change in Designation Imposed After Dependents Begin Travel. When the restriction or change in the designation is imposed after dependents begin travel, circuitously or otherwise, on or after the date the member first receives PCS orders, dependents' travel and transportation allowances are authorized from the old PDS to the place they received notification of the restriction or change in designation and from that place to a designated place authorized in subpar. 1. However, the entitlement in such cases shall not exceed that accruing from the old PDS to the appropriate:

- a. port of embarkation serving the member's OCONUS PDS and from the port of embarkation to a place authorized in subpar. 1 in the case of a change to a dependent-restricted tour, or
- b. homeport of the vessel concerned and from the homeport to a place authorized in subpar. 1 in the case of a change in designation of the duty of a vessel.

4. Restriction or Change in Designation Imposed While Dependents at Designated Location. If the dependents are at a designated place authorized

in subpar. 1 where they were located under prior orders on the date they receive notification of the restriction or change in designation, no dependents' travel and transportation allowances are authorized.

5. Restriction or Change in Designation Imposed After Dependents Leave Designated Location. When the restriction or change in designation is imposed after dependents begin travel from a designated place authorized in subpar. 1, circuitously or otherwise, on or after the date the member first receives PCS orders, dependents' travel and transportation allowances are authorized from that designated place to the place they receive notification of the restriction or change in designation and from that place to the previous or a new designated place. However, the entitlement in such cases shall not exceed that from the designated place at which travel began to the homeport in CONUS or the appropriate port of embarkation serving the member's OCONUS PDS and from that homeport or that port of embarkation to the designated place last chosen.

6. Restriction or Change in Designation Imposed While En Route from Old PDS or Homeport. When the restriction or change in designation is imposed after dependents begin travel, but before they arrive at or in the vicinity of the member's OCONUS PDS or homeport, dependents' travel and transportation allowances are authorized from the old PDS or homeport where travel begins, to the place they receive notification of the restriction or change in designation and from that place to a:

- a. designated place in CONUS;
- b. temporary OCONUS location as may be authorized/approved through the Secretarial Process; or
- c. designated place in a nonforeign OCONUS area if authorized/approved through the Secretarial Process.

7. Restriction or Change in Designation Imposed After Dependents Arrive at Member's Duty Station. When the restriction or change in designation is imposed after the dependents arrive at the member's OCONUS PDS or homeport, or the restriction or change in designation is not made known to them until their arrival at or in the vicinity of that station, dependents' travel and transportation allowances under this subparagraph are authorized to the same locations and under the same conditions as set forth in subpar. 6. If dependents' evacuation is necessary, par. U6005 applies.

8. Subsequent Entitlement. A member, otherwise entitled to dependents' travel and transportation allowances under par. U5203-A, whose duty station is again changed from one to which dependent travel is not authorized or to one to which dependent travel is authorized, or the duty of a vessel, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or who is transferred to a station to which dependents' transportation is authorized, is entitled to dependents' travel and transportation allowances to the PDS or homeport of the vessel concerned, up to those for travel from the place to which they were transported under this subparagraph to the PDS or appropriate homeport. However, when dependents are in CONUS, their return transportation to the same or another OCONUS PDS or appropriate homeport may be authorized only when at least 12 months remain in the member's OCONUS tour following the estimated date of arrival of dependents at the PDS or homeport concerned or on the date command sponsorship is granted, whichever is later. If the member so elects, the dependents may be retained at the place to which they traveled under subpars. 1 through 7 until further transportation is authorized; except that dependents may be retained at a temporary OCONUS location to which they were transported under subpar. 6 and par. U6005 only when authorized/approved through the Secretarial Process. Travel of dependents of members not entitled to travel and transportation allowances under par. U5203-B is governed by par. U6005.

G. Travel of Dependents OCONUS for Medical Care

1. Definition of Dependent. As used in this subparagraph, "dependents" are command/noncommand sponsored dependents who have an active duty sponsor and who have been authorized medical care in a Service medical facility without reimbursement through the Secretarial Process.

2. Local Medical Care Not Available. When determined by competent authority that a dependent, accompanying a member on active duty for more than 30 days and stationed OCONUS, requires medical care not available in the area of the member's OCONUS PDS, the member's commanding officer or other officer designated by the Service concerned may authorize/approve transportation of the dependent to the nearest appropriate medical facility where adequate medical care is available. Such transportation may include ambulance transportation

to and from carrier terminals. Upon termination of hospitalization or medical care, transportation of the dependent is authorized to the member's PDS or to such other place determined appropriate under the circumstances by the order-issuing official.

- ★ 3. Outpatient Travel. Reimbursement is authorized for the actual expenses incurred for the dependent's travel between transportation terminal, medical facility, and lodging when the dependent is receiving outpatient care at a medical facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical facility and lodging may be reimbursed for the number of trips the dependent must make between those two places on any day. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When it is determined that a POC is the mode, reimbursement for the actual expenses incurred, as in par. U3305-B, second item 1, is authorized. *Payment may not be on a commuted basis, such as a mileage allowance for transportation costs (B-202964, February 23, 1982).* The actual cost of the dependent's lodging (including taxes (*see NOTE*), tips, and service charges) and meals (including taxes and tips) may be reimbursed up to the per diem rate for the area concerned. Funds may be advanced to cover expenses reimbursable under this subparagraph.

*(NOTE: The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.)*

4. Elective Surgery. Travel and transportation expenses for a dependent who travels for elective

surgery not medically indicated by a medical official of the Service concerned is not authorized.

5. Attendants for Dependents. If a dependent is unable to travel unattended, round trip travel and transportation allowances are authorized for necessary attendants as provided in Chapter 7, Part Q.

6. Use of Government Transportation. When practicable, Government transportation is used for transportation authorized by this subparagraph.

7. Transportation of Dependents. When the transportation mode described in subpar. 6 is not available or its use is not practicable, dependent patients shall be transported by one of the following modes:

- a. Government-procured                      commercial  
transportation,





within the authorized weight allowance in par. U5310-B, or the administrative weight limitation established by the Service concerned in accordance with par. U5315, as appropriate. The HHG may be transported from any location and/or from NTS to the designated place. These members also are entitled to NTS or continued NTS under par. U5380-C.

2. Return of Dependents to the Member's OCONUS PDS. When a member is authorized dependents' transportation to the member's OCONUS PDS under par. U5240-B, item 3, and when in the Government's best interest, the official authorizing dependents' transportation may authorize HHG transportation to the member's OCONUS PDS up to the cost from the place to which the HHG were previously transported under this subparagraph. However, at least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that PDS. Through the Secretarial Process, exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

★3. Entitlements on Next PCS Order. Entitlement to HHG transportation for dependents under this paragraph has no effect on the entitlement to HHG transportation on the member's next PCS (40 Comp. Gen. 554 (1961)). A member is entitled to ship up to, but no more than, the full HHG weight allowance under such orders. For example a member early returns dependents and 8,000 pounds HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

C. HHG Transportation for Reasons of National Interest. Orders authorizing dependents' transportation under par. U5240-C also may authorize HHG transportation within prescribed weight allowances. This applies whether the HHG are OCONUS or in NTS. Transportation is authorized between the same places authorized in subpars. B and D.

D. HHG Transportation from OCONUS Due to Personal Situations and HHG Transportation Located in CONUS When Disciplinary Action is Taken Against a Member Stationed OCONUS

1. General. Orders authorizing dependents' transportation under pars. U5240-D and E also may authorize HHG transportation within the weight allowance in par. U5310-B, or the administrative weight limitation established by the Service

concerned in accordance with par. U5315, as appropriate. The HHG may be transported from any location and/or from NTS to a designated place or, if the dependents are foreign nationals, to a place in the country of the dependents' origin. These members also are authorized NTS or continued NTS under par. U5380-C. Otherwise, orders may be issued providing for HHG transportation in advance of the member's PCS only if authorized/approved under subpars. 2, 3, 4 or 8b.

2. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member, with dependents, ordered on PCS to an OCONUS PDS, who, in anticipation of dependents accompanying or joining the member, transports HHG to the PDS, may be provided return HHG transportation if, for reasons beyond the member's control, the dependents do not join the member. Return HHG transportation may be authorized/approved through the Secretarial Process when in the best interest of the member or dependents and the United States. Return HHG transportation may not exceed the transportation cost from the member's OCONUS PDS to the dependent's location. (B-217447, April 24, 1986).

3. Death of Dependents in OCONUS Areas. After the death of a sole dependent, or of all dependents, authorized to reside in an OCONUS area, a member is entitled to NTS of HHG located in the OCONUS area under par. U5380-L, table, item 15, up to the prescribed weight limit.

4. Dependents Currently at Appropriate Destination-Travel Orders Not Issued. When dependents have traveled to an appropriate destination under circumstances which would have authorized their travel under par. U5240-D had orders been issued, HHG transportation may be authorized provided orders are later issued approving dependents' travel under the conditions in par. U5240-D, and confirming HHG transportation. Such orders must be supported by a determination of the member's commanding officer that:

- a. dependents traveled to an appropriate location where they intend to reside;
- b. their travel meets the conditions in par. U5240-D, except that a travel authorization for their travel was not issued;
- c. the OCONUS status of dependents as command sponsored remains unchanged (not applicable for a member's former dependents whose transportation could have been authorized under par. U5240-E); and

dependents are returned to the member's OCONUS PDS at:

- d. it is in the best interest of the United States to issue orders approving dependents' transportation to an appropriate destination under par. U5240-D.

- (1) Government expense under par. U5240-D3, or
- (2) personal expense and those dependents are subsequently command sponsored,

5. Transportation of Former Family Members Incident to Divorce or Annulment. The official authorizing travel of former-family members under par. U5240-E also may authorize HHG transportation subject to the same conditions, circumstances, and terminal points in par. U5240-E for their personal travel. HHG transported must be turned over to a transportation officer or carrier for transportation within 1 year after the effective date of the final decree of divorce or annulment, or within 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS, whichever occurs first. An extension of that 6-month time limit for HHG transportation may be authorized/approved the same as for dependent travel in par. U5240-E1. If the 6-month time limit is extended, the HHG must be turned over to a transportation officer or carrier for transportation within 1 year after the:

- a. effective date of the final decree of divorce or annulment; or
- b. date the member completes personal travel from the OCONUS PDS incident to a PCS;

whichever occurs first.

6. Return of Dependents Authorized to OCONUS Areas

a. Change in Custody Agreement or Other Legal Arrangements. When a member is authorized return transportation of dependents to the same or subsequent OCONUS PDS under par. U5240-E8a, return HHG transportation to the member's OCONUS PDS, not to exceed the cost from the place to which they were previously transported under this subparagraph, when in the best interest of the Government may be authorized through the Secretarial Process. However, at least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

- b. Member Serves an IPCOT. Incident to the member serving an IPCOT, when

HHG transportation is authorized to the member's OCONUS PDS, but costs may not exceed the cost from the place to which the HHG were previously transported under par. U5370-D to the member's PDS. At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

★ 7. Entitlements on Next PCS Order. Entitlement to HHG transportation for dependents and former-family members under this paragraph has no effect on the entitlement to HHG transportation based on dependency status and grade on the effective date of the member's next PCS (40 Comp. Gen. 554 (1961)). A member is entitled to ship up to, but no more than, the full HHG weight allowance under such orders.

Example 1: A member early returns dependents and 8,000 pounds HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

Example 2: A member divorces at the OCONUS PDS and ships 5,000 pounds HHG to the CONUS for the former family. (a) The member remarries before the effective date of the next PCS order. Upon subsequent PCS the member may ship up to, but no more than, the authorized HHG weight allowance of 11,000 pounds. (b) The member is a member without dependents upon subsequent PCS with a weight allowance of 8,000 pounds. The member may ship up to the authorized weight allowance of 8,000 pounds.

8. Disciplinary Action Taken Against Member Stationed OCONUS or Member Discharged Under Other Than Honorable Conditions or Sentenced to Confinement With or Without Discharge

a. Dependent Transportation Authorized. When orders authorize dependents' transportation under par. U5240-D2, items h(1) through (8), HHG

transportation may be authorized up to the Government cost from the member's last or former OCONUS PDS or the place to which last transported at Government expense, as applicable, to the member's HOR or PLEAD, the designated place, or, when granted through the Secretarial Process, to a place in the country of the dependents' origin if the dependents are foreign nationals. The authority authorizing the transportation determines the place to which transportation is authorized and ensures that a reasonable relationship exists between the conditions and circumstances in each case and the destination to which transportation is authorized. When orders authorize dependents' transportation under par. U5240-D2, item h(9), HHG transportation may not be authorized for a distance greater than that from the member's last or former OCONUS PDS to the HOR or PLEAD. NTS may not be authorized.

b. No Dependent Travel Involved. A member whose PDS is OCONUS, and who is not provided HHG transportation under subpar. 1 or subpar. a because dependents are not provided transportation under par. U5240-D2, item h (that is, the member has no dependents, dependents performed travel at personal expense without orders, etc.), may be provided HHG transportation when the member is:

- (1) sentenced by court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge and dismissal);
- (2) sentenced to confinement in a foreign or U.S. civil confinement facility;
- (3) discharged OCONUS under other than honorable conditions;
- (4) returned to CONUS for discharge under other than honorable conditions;
- (5) returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;
- (6) serving OCONUS and is dropped, sent to prison under sentence, or transferred as a prisoner to a place of detention;
- (7) serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;
- (8) discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of

absence without leave from the OCONUS PDS; or

- (9) convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review. (When HHG are transported to HOR or PLEAD, or to some other place on a not to exceed basis under the provisions of this item, that is the final separation HHG transportation unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

The officer exercising special or general court-martial jurisdiction over the member may authorize/approve HHG transportation in the above circumstances. HHG transportation should be authorized/approved when in the best interest of the Government. When authorized/approved, the member is provided transportation of the authorized weight allowance of the grade held at the time the HHG are transported, or the authorized weight allowance of the grade held when ordered to OCONUS duty, whichever is greater. If the member has dependents, HHG transportation under items h(1) through (8) may be authorized up to the Government cost from the member's last or former OCONUS PDS or the place to which last transported at Government expense, as applicable, to the member's HOR, PLEAD, the designated place, or if the dependents are foreign nationals, to the place in the country of the dependents' origin at which the dependents are to reside or are residing. The authorizing/approving official must determine the place to which transportation is authorized and ensure that a reasonable relationship exists between the conditions and circumstances in each case and the destination to which transportation is authorized. If the member has no dependents, HHG transportation is authorized from the member's OCONUS PDS to any location, up to the cost from the OCONUS PDS to the member's HOR or PLEAD. HHG transportation under item h(9), whether the member has dependents or not, may not be authorized for a distance greater than that from the member's last or former OCONUS PDS to the HOR or PLEAD. If the member is separated from the Service, the member is not entitled to NTS if moved from Government or Government-controlled quarters, nor to NTS as an alternative to transportation.

9. Entitlement Following Confinement Without Discharge. If a member's HHG are transported under subpar. 8, and following confinement the member returns to duty at a new PDS, the member is entitled to HHG transportation from any location where the HHG are located to the new PDS, up to the cost from the member's HOR or PLEAD to the new PDS, based

on the grade held on the effective date of that PCS order to the new PDS. If the member's HHG were not transported under subpar. 8, HHG transportation is authorized from the location to which last transported at Government expense to the member's new PDS, based on the grade held on the effective date of that PCS order to the new PDS.

10. Entitlement When Member is Restored to Duty Following Appellate Leave. If a member, whose HHG were transported under subpar. 8b, item (9) (that is, while awaiting completion of appellate review), is restored to duty following the review, the member is entitled to transport HHG to the new PDS from the location to which transported when the member was placed on appellate leave.

E. PDS to Which Dependent Travel Is Authorized Changed to Dependent Restricted Tour PDS, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. This subparagraph applies when a member is ordered to a PDS to which dependent travel is authorized which is later changed to a dependent restricted tour PDS, when there's a change to a dependent restricted tour PDS, or when there's a change in the designation of the duty from sea duty to unusually arduous sea duty. If both NTS and transportation are provided as alternate entitlements, a portion of the member's HHG may be transported and the remainder placed in NTS.

2. Change Imposed Before HHG Are Turned Over to Transportation Officer. When the change is imposed before HHG are turned over to a transportation officer, the entitlement is determined under par. U5350.

3. Change Imposed After HHG Are Turned Over to Transportation Officer. When the change is imposed after HHG are turned over to a transportation officer, the transportation officer, at the request of the member, must divert or re-consign HHG to NTS, to a CONUS designated place, or if authorized/approved through the Secretarial Process to a designated place in a nonforeign OCONUS area. Part of the HHG may be placed/retained in NTS, and the remainder transported to the designated place.

4. Change Imposed After HHG Arrive at Member's PDS. When the change is imposed after the HHG arrive at the member's PDS, the member may elect NTS and/or HHG transportation to a CONUS designated place, or if authorized/approved of through the Secretarial Process, transportation to a designated place in a nonforeign OCONUS area.

5. Subsequent Entitlement. If the PDS is later changed from a dependent restricted tour PDS to a PDS to which dependent travel is authorized, or the duty designation is reclassified from unusually arduous sea duty to regular sea duty, the member may elect NTS or HHG transportation from the place to which they were shipped under this subparagraph, or from NTS, to the PDS. However, at least 12 months must remain on the OCONUS tour or sea duty tour following the date the HHG are scheduled to arrive at the PDS. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS. The member also may elect to keep the HHG at the location to which transported under subpar. 2 or 3 until a later PCS at which time that location is the authorized point of origin of the later shipment to a duty station or NTS.

F. HHG Transportation Incident to Alert Notice

1. General. A member of any unit which has been officially alerted for movement, contemplated to begin within 90 days after the alert notice, to an OCONUS PDS to which dependent travel is not authorized, or who's ordered on PCS to a unit so alerted, is entitled to HHG transportation and/or NTS as specified in par. U5350-C (45 Comp. Gen. 208 (1965)).

2. Member Not Transferred to Dependent Restricted Tour OCONUS After Alert Notice Announcement. When HHG have been transported or stored under subpar. 1 but the member is not transferred to that OCONUS PDS, HHG transportation is authorized from the location or storage point to the new PDS. If the member is continued on permanent duty at the station where the alert notice was officially announced, HHG transportation from the location or storage to that PDS is authorized.

G. Cadet or Midshipman Dies While Enrolled in Service Academy. The personal effects of a cadet or midshipman who dies while enrolled in a Service academy may be transported at Government expense to the home of the person legally entitled to the effects.

H. Member Reduced in Grade. A member, reduced in grade after HHG have been transported on PCS orders to a PDS, is entitled, when ordered from that PDS, to HHG transportation of the weight allowance prescribed for the grade held:

1. at the time of PCS from that PDS, or

## 2. when ordered to that PDS,

whichever is greater. Entitlement to NTS continues under par. U5380 without regard to the reduction in grade until the effective date of the member's next PCS order. When the member is serving in a grade lower than that held when ordered to the PDS, the PCS orders from that PDS must cite this subparagraph as authority and state the weight allowance prescribed for the member's former grade. The transportation origins and destinations continue to be the same as they were before the member was reduced in grade.

I. HHG Transportation Incident to Tour Extension.

A member on a tour of less than prescribed tour length at a PDS, who used the HHG transportation entitlement upon assignment to that PDS, is entitled to HHG transportation from the place where HHG are located to that PDS, up to the cost from the old to the new PDS. Entitlement under this subparagraph is limited to situations:

1. of tour extension due to unusual circumstances and needs of the Service, or
2. in which a member did not transport all HHG to that PDS initially because of the anticipated short time of assignment to that station (B-208861, November 10, 1982).

J. HHG Shipment Incident to a Court-Martial Sentence/Administrative Discharge Under Other Than Honorable Conditions (for Members-With-Dependents Stationed in CONUS)

1. Transportation Allowance. A member (with dependents) stationed in CONUS who:

- a. is sentenced by a court-martial to:
  - (1) confinement for a period of more than 30 days,
  - (2) receive a dishonorable/bad-conduct discharge, or
  - (3) dismissal from a Uniformed Service, or,
- b. receives an administrative discharge under other than honorable conditions,

is entitled to HHG transportation directly related to dependent transportation under par. U5240-J.

2. Transportation Authorization. HHG transportation is authorized by a Service-designated authority who determines:

- a. the authorized destination, and
- b. that a reasonable relationship exists between the conditions/circumstances in each case and the authorized destination.

3. Transportation Requests. HHG transportation may be requested by:

- a. the member,
- b. the member's spouse, or
- c. another dependent (if the member has no spouse, or the spouse is not available).

4. Transportation Destination. The HHG destination must be a designated place, except that dependents who are foreign nationals may have HHG transported to the country of their origin.

5. Transportation Reimbursement. HHG transportation reimbursement may be paid to:

- a. the member, or
- b. the dependent or ex-spouse (when the member authorizes payment to either of them (B-193430, February 21, 1979)).

6. Transportation Time Limit. Except when additional time is authorized/approved by the Secretarial Process, HHG must be turned over to a transportation officer/transportation carrier within 180 days from the date:

- a. the court-martial is completed, or
- b. of administrative discharge.

7. NTS Exclusions. A member authorized HHG transportation is not entitled to NTS of HHG:

- a. caused by moving out of Government or Government-controlled quarters, or
- b. as an alternative to shipment in subpar. D1 when dependents are returned from overseas ( see par. U5240-D2, item h).

K. HHG Transportation Incident to IPCOT. A member stationed OCONUS who's selected to serve

an IPCOT is authorized HHG transportation as follow:

1. Unaccompanied to Accompanied Tour

- a. HHG may be moved from a designated place to the current PDS if dependents are command sponsored.
- ★ b. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to HHG transportation if the dependents are command sponsored. Entitlement in this case is from the location of HHG to the current PDS, up to the cost from member's old PDS to current PDS.

***NOTE 1: HHG acquired after the effective date of PCS orders but before entering the IPCOT may be shipped under this subparagraph.***

***NOTE 2: The weight of HHG shipped on the original PCS orders is not deducted from the weight allowance authorized for the IPCOT move. Following the IPCOT, the applicable PCS weight allowance in par. U5310-B applies.***

2. Accompanied to Unaccompanied Tour. Par. U5222-C4 applies. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to HHG transportation.

***NOTE 1: HHG acquired after the effective date of PCS orders but before entering the IPCOT may be shipped under this subparagraph.***

***NOTE 2: The weight of HHG shipped on the original PCS orders is not deducted from the weight allowance authorized for the IPCOT move. Following the IPCOT, the applicable PCS weight allowance in par. U5310-B applies.***

L. Consumable Goods Allowance Incident to Tour Extension or IPCOT. Transportation of consumable goods for a tour extension or an IPCOT at a PDS in an area listed in Appendix F may be authorized/approved through the Secretarial Process.

**U5372 HHG TRANSPORTATION WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

(See par. U5241 for related dependent transportation.)

A. General. This paragraph prescribes the HHG transportation entitlement of a member on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 U.S.C. §554), and of a member who dies while entitled to basic pay (37 U.S.C. §406(f)). For members who die after retirement or release from active duty, see par. U5365-K.

B. Limitations

1. Destination. HHG transportation may be authorized/approved under this paragraph only if a reasonable relationship exists between the circumstances of the applicant and the destination to which transportation is requested.

2. Weight. The HHG weight limitations in par. U5310-B do not apply. The HHG weight of members of the Defense Services is subject to the 18,000 pounds (net) weight limitation imposed by 37 U.S.C. §406(b)(1)(D).

3. Time. The HHG transportation entitlement under this paragraph terminates if HHG are not turned over to a transportation officer or to a carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay. However, if HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process. If the estate of the decedent becomes the subject of litigation during the authorized time limit, the HHG may be transported within 1 year from the date of the final court decree.

C. When Authorized

1. General. HHG transportation is authorized to a member's HOR or to the residence of the member's dependents (including the member's spouse in the case of a member married to a member), next of kin, or other person entitled to receive custody of the HHG when official notice is received that the member is:

- a. dead,
- b. injured or ill and the anticipated period of hospitalization or treatment is expected to be

of prolonged duration as shown by a statement of the commanding officer at the receiving hospital, or

- c. absent for a period of more than 29 days in a missing status.

Subject to subpar. B, special routing and services are authorized under par. U5340-E when desired by the member (if injured or ill), the member's dependents, next of kin, or other person entitled to receive custody of the HHG. In addition, when dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the OCONUS HHG may be transported to NTS under par. U5380, and/or a part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the entitlement to a final HHG move. Within the time limit established in subpar. B3, the HHG may later be transported to the final destination requested by the dependents and authorized/approved under subpar. B1. If the dependents take physical possession of the HHG at t

he interim location, they must agree to bear all costs in excess of the cost of transporting the HHG in one lot from the OCONUS origin to the final destination via that interim location. In determining the excess costs, the cost of authorized temporary storage in transit are part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or specific location, may be transported to that interim location at Government expense for the dependents' use only if their final destination is at that same location.

## 2. Additional Moves

a. Change in Status. HHG transported under subpar. 1 may again be moved when official notice is received that the member's status has changed from one to another of those listed in subpar. 1.

b. No Change in Status-Member Reported as Missing for More than 1 Year. HHG transported under subpar. 1 again may be moved when the member has been officially reported as absent or a





## PART X: TRAVEL ALLOWANCES TO SPECIALIZED TREATMENT SERVICES FACILITIES

### U7950 TRAVEL OF PATIENT TO SPECIALIZED TREATMENT SERVICES (STS) FACILITIES

A. General. A patient may be referred by medical authorities to a specialized treatment services (STS) facility for certain highly specialized medical care, rather than be issued a non-availability statement for medical care. STS facilities, designated by the Assistant Secretary of Defense for Health Affairs, may be military or civilian treatment facilities. STS facilities are selected sources for highly specialized care, such as organ transplants for national STS facilities or open heart surgeries for regional STS facilities.

***NOTE:*** *This entitlement does not apply to patient care at other than a STS facility for highly specialized medical care.*

B. Patient. A covered beneficiary entitled to medical care as defined in 10 U.S.C. §1079 or §1086. ***NOTE:*** *For member patients see par. U7252.*

C. Transportation. A patient who is a covered beneficiary, referred by medical authorities, may be authorized/approved transportation to the appropriate STS facility. When practical, Government transportation is used for the patient. When Government transportation is not available or its use is not practical, patients shall be transported by one of the following modes:

1. Government procured commercial transportation,
2. personally procured commercial transportation, or
3. POC.

When the mode of transportation in item 2 is used, reimbursement for the actual cost of the transportation used is authorized. When the mode of transportation in item 3 is used, reimbursement for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel) is authorized. However, reimbursement for the travel performed by the mode in items 2 or 3 shall not exceed what it would have cost the Government if the transportation had been furnished by the Government. The limit does not apply when Government or Government procured transportation is not available. If a patient is transported by POC and the attendant is entitled to a transportation allowance, no additional transportation expense on behalf of the patient is authorized. When the mode of transportation in items 1 or 2 is used, reimbursement for actual expenses incurred for the cost of transportation between home and terminal and terminal and the STS facility and return is authorized.

- ★ D. Outpatient. Reimbursement is authorized for the actual expenses incurred for the patient's travel between transportation terminal, medical facility, and lodging when the patient is receiving outpatient care at a STS facility outside the patient's home area. Actual expenses incurred for transportation cost between STS facility and lodging may be reimbursed for the number of trips the patient must make between those two places on any day. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When it is determined that a POC is the mode, reimbursement for the actual expenses incurred, as in subpar. C, is authorized. ***Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.*** The actual cost of the patient's lodging (including taxes (*see NOTE*), tips, and service charges) and meals (including taxes and tips) may be reimbursed up to the per diem rate for the area concerned.

***(NOTE: The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico***

*and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.)*

E. Administrative Provisions. Orders authorizing/approving transportation of patients for medical care to an STS facility cite this subparagraph as authority. The orders shall be supported by a statement by a competent medical official (military or civilian, as available) that travel is to a Specialized Treatment Services Facility in accordance with 10 U.S.C. §1105 and patient is a designated beneficiary in accordance with 10 U.S.C. §1079 or §1086.

#### U7951 ATTENDANT'S TRAVEL

A. General. If a patient is unable to travel unattended, round trip transportation and travel expenses are authorized for one necessary attendant. The attendant may be a member, a civilian employee of the U.S. Government, or any other person considered suitable by the appropriate official authorizing the patient travel. An individual traveling as an attendant is entitled to travel and transportation allowances or reimbursement for expenses as prescribed in this subparagraph.

B. Member as Attendant. A member, ordered on TDY as an attendant, is entitled to the same allowances as for TDY, while acting as an attendant.

C. Civilian Employee as Attendant. A civilian employee of the U.S. Government assigned to TDY as an attendant is entitled to the allowances prescribed in regulations issued by the employee's agency or department for TDY.

D. Other Persons as Attendant. A person other than a member or civilian employee of the U.S. Government, who is designated to travel as an attendant, shall be issued invitational travel orders or be included in the same travel authorization (identified as an attendant) that is issued for the patient's travel. They are entitled to round trip transportation and travel allowances in the same manner as authorized for civilian employees.

r. National Imagery and Mapping Agency  
ATTN: Administrative Office  
8613 Lee Highway  
Fairfax, VA 22031-2137

s. National Security Agency/Central Security Service  
ATTN: M6  
Ft. George G. Meade, MD 20755-6000

t. Office of Economic Adjustments  
ATTN: Administrative Officer  
400 Army Navy Drive, Suite 200  
Arlington, VA 22202-2884

u. TRICARE Management Activity  
ATTN: TMA Budget Officer  
5111 Leesburg Pike, Suite 810  
Falls Church, VA 22041-3206

v. Uniformed Services University of the Health Sciences  
ATTN: Resource Management  
4301 Jones Bridge Road  
Bethesda, MD 20814-4799

w. United States Court of Appeals for the Armed Forces  
ATTN: Clerk of the Court  
450 "E" Street, NW  
Washington, DC 20442-0002

2. Army:

a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the order-issuing official. Personnel assigned to the Major Army Commands (MACOMs) listed below submit requests to the authority indicated for each MACOM (*MACOM Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of order-issuing officials. If MACOM not listed the AEA authority has been delegated to the order-issuing official.*);

b. Commander, Army Materiel Command (AMC), ATTN: AMCPE-P, 5001 Eisenhower Ave., Alexandria, VA 22333-0001; Message Address: CDRUSAMC ALEXANDRIA VA//AMCPE-P//; Telephone: DSN 767-5511, Commercial (703) 617-5511;

c. Headquarters, Military Traffic Management Command (MTMC), ATTN: MTRM-F, 5611 Columbia Pike, Falls Church, VA 22041-5050; Message Address: CDRMTMC FALLS CHURCH VA//MTRM-F//; Telephone: DSN 761-3464, Commercial (703) 681-3464;

\*

d. Commander, Eighth U.S. Army (USAEIGHTH), ATTN: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN 723-5241;

e. Commander, U.S. Army Information Systems Command (USAISC), ATTN: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN 879-6446, Commercial (520) 538-6446;

- f. Headquarters, U.S. Army South (USARSO), Unit 7111, ATTN: SORM, APO AA 34004-5000; Message Address: HQUSARSO FT CLAYTON PM//SORM//; Telephone: DSN 287-3905 or 287-3145;
- g. Commander, Military District of Washington (MDW), ATTN: ANRM-Z, 103 Third Ave., Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z//; Telephone: DSN 335-2048, Commercial (202) 475-2048;
- h. Commander, U.S. Army Training and Doctrine Command (TRADOC), ATTN: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN 680-4221; Commercial (804) 727-4221; NOTE: Delegated to Installation Commanders with further delegation authorized;
- ★ i. Commander, U.S. Army Criminal Investigation Command (USACIDC), ATTN: CISP-RM, 6010 6th St., Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;
- j. Commander, U.S. Army Medical Command (MEDCOM), ATTN: MCRM-F, 2050 Worth Rd., Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN 471-8141, Commercial (515) 221-8141 or 221-7298;
- k. Commander, U.S. Army Pacific (USARPAC), ATTN: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN 438-2710 or 438-2918;
- l. Commander, U.S. Army Special Operations Command (USASOC), ATTN: AOFI-RM, Fort Bragg NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN 239-2022, Commercial (910) 432-2022;
- m. Department of the Army, Army National Guard, ATTN: NGB-ARC, 111 S. George Mason Dr., Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN 327-7563, Commercial (703) 607-7563; ***NOTE: Delegated to USPFOs.***
- n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawaii, 310 Worchester Avenue, Hickam AFB, HI 96853-5530.
3. Navy:
- a. Military Personnel: Order-issuing officials;
- b. Civilian Employees: Heads of Activities/ Commands or their designees.
4. Marine Corps:
- a. Military Personnel: Order-issuing officials;
- b. Civilian Employees: Heads of Activities/ Commands or their designees.
5. Air Force:
- a. Wing Commander or equivalent, *who may delegate no lower than the Group Commander*;

averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

## 2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in subpar. c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

3. Incidental Expenses (IE). Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry, incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

***(NOTE: The cost for laundry, dry cleaning and/or pressing clothing is a separately reimbursable expense for civilian employees in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY lodging in CONUS. The cost for laundry, dry cleaning, and/or pressing clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an reimbursement expense within the AEA authorized/approved for travel OCONUS.)***

## B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel, except that for training, the training location commander, not the AO, decides if use of Government quarters is directed (par. T4040-A1b) and if one of the two M&IE rates based on Government mess availability is appropriate.

2. In some situations, the Service Secretary may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were

available. The traveler must note on the Trip Record how many meals by date were not available.

- ★ C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels. Other reimbursable expenses (par. T4040-E and F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. It only includes travel days between duty locations and does not involve entitlements for full days at duty locations. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. Lodging is provided and most members pay the food cost without operating expense; civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable. Most members pay the food cost without operating expense and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the IE.

3. Joint deployments involve the temporary assignment of members of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The CINC or JTF commander determines the appropriate option and may specify a different option for different locations. For example, field duty might be appropriate for the main body of the deployed force but business travel might be appropriate for an interim staging base. In choosing the option to use, the CINC or JTF commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the CINC should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The CINC or JTF commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary for the conduct of training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. The CINC or JTF commander must communicate this decision on the TDY option (including the appropriate meal rate) to the appropriate Services for inclusion in the orders.

4. TDY Aboard Vessels

- a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food.
- b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

8. CTO service and processing fees;
9. authorized/approved expenses for:
  - a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;
  - b. clerical assistance;
  - c. services of guides, interpreters, packers, or vehicle drivers;
  - d. storage of property used on official business;
  - e. room rental at a hotel/other place used for official business;
  - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this **does not include travel expenses** incurred for obtaining the required inoculations);
  - g. official local and long distance phone calls (see par. T4060-B5);
  - h. excess baggage transportation costs;
  - i. conference registration fees;
  - j. dual lodging costs: (***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained overnight.***); and
  - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***);
10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
11. tips for taxis and limousines;
12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fare to and from the terminal (see JFTR, par. U3320; and JTR, par. C4652-B);
14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
15. **MEMBERS/EMPLOYEES**: tips for handling **Government property at terminals and hotels**;
16. **UNIFORMED MEMBERS ONLY**: customary tips for handling **any baggage** at transportation terminals; and
17. **CIVILIAN EMPLOYEES ONLY**: costs for personal laundry, dry cleaning and pressing of clothing while TDY (***not after returning to/arriving at PDS***); only when CONUS TDY/PCS lodging is at least 4 consecutive nights; and

***NOTE: FOR MEMBERS, the cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense, and is not an incidental expense within CONUS per diem rates. These costs are***

*included as an incidental expense within OCONUS per diem rates.)*

18. similar travel related expenses (i.e., Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.)

**F. Reimbursement for Travel Expenses At the TDY Location**

1. Reimbursement is authorized for necessary travel expenses at the TDY location.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
  - a. duty sites,
  - b. lodgings,
  - c. dining facilities,
  - d. drugstores,
  - e. barber shops,
  - f. places of worship,
  - g. cleaning establishments, and
  - h. similar places required for the traveler's subsistence, health or comfort.
3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
5. Travelers must note the required miles driven.

**T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL**

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, **Assigned Unit** is a reserve member's designated post of duty and **TDY Station** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

- ★ 1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There's no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.



**INACTIVE DUTY TRAINING WITH OR WITHOUT PAY<sup>1, 2, 3</sup>**

<b>SITUATION</b>	<b>TRANSPORTATION</b>	<b>PER DIEM</b>
★ Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home	★ 1. May be authorized reimbursement under T4040-F  2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	not authorized
Travel from home/assigned unit to TDY Station	T4030 applies limited to travel cost from the assigned unit	T4040 applies
Travel from a location other than home/assigned unit to TDY Station	T4030 applies limited to travel cost from the assigned unit	T4040 applies
Travel from a location other than home/assigned unit to alternate site within the local commuting area	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit	not authorized
Standby Reserves voluntarily performing without pay	not authorized	not authorized

*\*Table is for informational purposes only. Entitlements are prescribed in par. T4045.*

Table 2. TDY Entitlements for Reserve Component Personnel

<sup>1</sup> For travel allowance purposes, the assigned unit is the designated post of duty.

<sup>2</sup> TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.

<sup>3</sup> Reservists on inactive duty for training who are not otherwise entitled to per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

**T4050 TAKING A TYPICAL BUSINESS TRIP****A. Before the Trip**

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It's the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the entitlement maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also shall reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.
4. Getting the Travel Packet. The CTO shall give the traveler the Trip Record with the confirmed reservations and commercial transportation tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. Travelers should guard tickets carefully. ***If they are lost or stolen, the traveler shall have to buy replacements and shall not be reimbursed until the Government is refunded by the transportation company for the unused tickets.*** Also, travelers must return unused transportation tickets to the CTO.
5. Paying for Arranged Services and Getting Cash to Pay for Expenses While Traveling. The CTO shall charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit travel card; airline tickets in some cases may be charged to a centrally billed account. While on the trip, travelers should charge other expenses incident to official travel on their individual or unit Government travel card whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual Government travel card to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

**B. During the Trip**

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO shall update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.
2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

**C. After the Traveler Returns**

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request (a) direct electronic transfer to the Government contracted travel card company of the authorized expenses charged to the card with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler shall not have to write a check to the travel card company for official expenses charged.



